

**Minutes
Personnel Review Commission
July 9, 2013**

LOCATION: Municipal Building Room 208

COMMISSIONERS PRESENT: Councilwoman Hope Kasper, Chairwoman
Councilwoman Deborah Kleckowski
Councilwoman Mary Bartolotta

STAFF PRESENT: Kathleen Morey, Director of Human Resources
Brig Smith, General Counsel

PUBLIC PRESENT: Bill Russo, Director of Public Works, Damon Braasch,
Assessor, Geen Thazhampallath, Director of Parking
Services, Chris Bourne, President Local #466, Jeff
Knakal, Vice President Local #466, Trish Hunt, Jeanne
Koerber, Jim D'Antonio, Roger Beliveau

1. Meeting Called to Order by Councilwoman Kasper

The regular monthly meeting was called to order at 7:06 p.m. by Councilwoman Kasper.

2. Approval of Minutes

The minutes of the regular meeting held on April 9, 2013 and the special meeting of May 14, 2013 were approved as submitted on a motion made by Councilwoman Kleckowski. Councilwoman Bartolotta abstained from voting on the special meeting of May 14, 2013.

3. Public Hearing

Councilwoman Kasper opened the public hearing at 7:07 p.m. Jeff Knakal spoke in favor of all of the recommendations from Labor Management, asking commissioners for their support. Geen Thazhampallath voiced his support for all of the Parking Services upgrades, adding that he had placed funding in his budget for the new year to support these upgrades. Trish Hunt, employee at Middletown Police stated she wasn't supported for an upgrade, but others have gotten upgrades that shouldn't have. Jeanne Koerber, employee at Middletown Police stated that she was denied an upgrade and some of the jobs are not fitting into the norm and work keeps getting piled on. Chris Bourne spoke in favor of all the recommendations from the Labor Management Committee and that all members of the committee worked hard on this; but there are folks who don't have a "peg hole" to fit in to as we are doing more with less. The Union is asking for a City-wide review of all jobs. Councilwoman Kasper closed the public hearing at 7:20 p.m.

4. New Business

- A. **Revision to Personnel Rules & Regulations for Defined, Non-Bargaining Positions** to include changes to job titles for three revised positions: General Counsel, Deputy General Counsel and Director of Human Resources; and, the inclusion of three defined, non-bargaining positions as a result of the approved Teamsters contract: Chief Management Analyst, Human Relations Director and Risk Manager. Councilwoman Kleckowski made the

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motion to accept changes to the Personnel Rules as indicated. The motion was seconded by Councilwoman Bartolotta and passed by unanimous vote.

Councilwoman Kleckowski made a motion to take agenda item 4C ahead of agenda item 4B. The motion carried by unanimous vote.

C. Deputy Assessor – training and experience requirements. Assessor Damon Braasch stated during recruitment for the Deputy position he became aware of the fact that by job description the City requires applicants to have a CCMA I certification in addition to CCMA II Certification. He states that the CCMA II certification supersedes the I and therefore is no longer a requirement. General Counsel Smith stated that he is aware of the issue. Councilwoman Bartolotta made a motion to accept the recommendation to accept candidates that carry only CCMA II certification. The motion was seconded by Councilwoman Kleckowski and passed by unanimous vote.

Councilwoman Bartolotta made a motion to recess at 7:29 p.m. Motion passed. Meeting was re-opened at 7:36 p.m.

B. Review and approve changes to job descriptions and salaries as recommended from the Labor Management Committee governing the AFSCME Local #466 positions. Councilwoman Bartolotta made a motion, seconded by Councilwoman Kleckowski to move this item forward to Council for their approval, without recommendation from this committee. The motion passed by unanimous vote.

5. Other:

Councilwoman Bartolotta made a motion, seconded by Councilwoman Kleckowski, recommending the City proceed with a new salary study and said study should begin within 90 days upon Council approval. The motion passed by unanimous vote.

6. Vacancy Reports

Report dated July 9, 2013 was received and reviewed. No action required.

7. Monthly Claims Report

None

8. Old Business

None

Adjournment

Councilwoman Kleckowski made a motion to adjourn. The meeting was adjourned at 8:20 p.m.

Respectfully submitted,
Kathleen Morey

